

Term	Definition	Grade Levels	Strands
Stand Alone Computer	A computer that does not rely upon any other computer or server to work.	K-8	SI
Text	Words on a page.	K-8	ALL
Vandalism	The intentional act of destroying computer files or computer networks.	K-8	SI
Highlight or Select	To choose part of a document by clicking and dragging over it with the mouse to highlight the text.	1-8	DTP
Internet	Term given to the network of computers that provide information world-wide.	1-8	T
Select or Highlight	To choose part of a document by clicking and dragging over it with the mouse to highlight the text.	1-8	DTP
Word processing	Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters.	1-8	DTP
Bar graph	One type of graph developed from spreadsheet data that uses parallel bars to compare data and changes in data over time.	2-8	SS
Button bar	A horizontal strip of buttons near the top of a window. It provides shortcuts for commonly used commands. Some programs let you choose to hide or display the button bar, and mix and match buttons to customize a button bar. Also known as a toolbar.	2-8	ALL
Buttons	A hot spot used in multimedia applications to navigate from one place to another or to activate elements (e.g., sound, movies, animation).	2-8	MM
Chart	A way to present information from a spreadsheet in the form of graphs or tables.	2-8	SS
Clip art	Drawings you can add to your documents or presentations. Clip art includes items such as cartoons, maps, symbols, and flags. Some software packages include clip art. Clip art can be purchased separately.	2-8	DTP
Database	Software application that helps manage large collections of information. A simple database might be a single file containing many records, with the same set of fields. Data can be sorted and searched by one or more criteria.	2-8	DB
Desktop	The background on the windows, menus, and dialog boxes on a PC. It is supposed to represent a desk.	2-8	ALL
Desktop publishing	Using features of word processing/DTP software to format and produce documents, letters, reports, flyers, and newsletters with graphics.	2-8	DTP
Graph	A picture shows the relationship of one or more sets of numbers to each other. Some graph types are line, bar, area, and pie graphs.	2-8	SS
Home row	Keys on the keyboard with fingers of the left hand are on A-S-D-F and fingers on the right hand on J-K-L-;	2-8	DTP